

Robertson County Schools

# SPRINGFIELD HIGH SCHOOL

## STUDENT HANDBOOK

5240 Hwy 76 East  
Springfield, TN 37172  
615-384-3516  
FAX 615-384-0247 (SHS)  
FAX 615-384-6215 (CTE)



## 2024-2025

### **Principal**

Dr. Chris Tucker

### **Assistant Principals**

Dr. Patrick Carneal

Mrs. Arielle Dyer

Mr. Jeff Haines

Mrs. Hannah Thomas

### **Director of Schools**

Dr. Danny Weeks

### **Assistant Director of Schools**

Mrs. Melanie Dickerson

Mr. Steve Sorrells

# ROBERTSON COUNTY SCHOOLS

## Mission Statement

To ensure each student is prepared to succeed in life.

## Vision Statement

Robertson County Schools will enable all students to reach and exceed high academic standards, empowering them to succeed in a technologically advanced and culturally diverse society.

## Core Beliefs

**Purpose:** We believe there is no profession with a greater purpose than ours. We understand our responsibilities are complex. We develop minds and character. We inspire those in our care to think, to question, and to imagine a life better than the present. We recognize there is a ripple effect within our work: well-rounded, educated students lead to improved communities, a stronger nation, and an informed society.

**Trust:** We believe that trust is the foundation from which all other core beliefs develop. Trust is essential if an organization is to thrive and succeed. We recognize trust is multifaceted – it involves competence, character, and contractual obligations. It is developed and earned over time through our words and our actions. We acknowledge that trust generates commitment, fosters teamwork, and promotes progress.

**Communication:**<sup>[1]</sup><sub>[SEP]</sub> We believe effective communication determines whether we fall short or succeed as an organization. At a basic level, efficient communication provides guidance for our daily work. In voicing our expectations, we must be intentional and consistent. At a deeper level, our communication practices value the ideas and opinions of all involved. These practices are open, honest and purpose driven.

**Collaboration:**<sup>[1]</sup><sub>[SEP]</sub> We believe collaboration creates a culture of continuous improvement. We know effective collaboration is driven by a common mission. It occurs within a context of trust and respect. Through collaboration, we support innovation, solve problems and provide high levels of student learning. We recognize our work is too important to attempt in isolation.

**High Expectations:** We believe high expectations result in high performance and are the right of every individual connected to our school community. Equality, appropriate levels of challenge and accountability are necessary in a culture of high expectations. We support this belief through the decisions we make and the resources we provide. We expect success - wasted time and mediocrity are unacceptable.

**Respect:** We believe respect is dependent upon feeling safe, supported, engaged and valued. We know fairness, equality, truth, and civility are precursors to earning one's respect. We recognize and appreciate everyone's voice. We value diversity in individuals' backgrounds, experiences, approaches and ideas.

**Knowledge:** We believe operating without accurate knowledge is educational malpractice. It is our responsibility to continually seek current and relevant knowledge to guide our practices. We believe this is how we reach excellence. It is also our responsibility to transfer the need for knowledge to our students. A life-long learner seeks improvement for self and for the community as a whole. Knowledge sustains our journey.

# Welcome to Springfield High School!

## OUR PURPOSE

To serve our community by preparing students to thrive in an ever-changing world.

Welcome to Springfield High School. We hope you are excited about another fantastic school year. Make every effort to be a part of the many things we have to offer here at Springfield and make your high school experience a memorable one. We are glad you are here. Welcome home, Yellow Jackets!

## CHANGES TO THIS NOTICE

We reserve the right to revise or change this document and the policies herein. The current policies and procedures are posted on the system's website and include the effective date 7.31.2024.

Robertson County Schools is following the guidelines set forth by the State Department of Education and The CDC.

### **Scheduling:**

Springfield High School operates on a block scheduling system. Students will take four classes in the fall semester and four classes in the spring semester. Classes are approximately 90 minutes (about 1 and a half hours) in length. In addition to these four classes, there is a 30-minute multi-purpose "skinny block" class designed to support remediation, intervention, and enrichment activities.

\*\*Doors open daily at 7:50 am. School is dismissed at 3:25 pm.

### **Academic Progress Reporting:**

Students will receive progress reports every 4.5 weeks in addition to weekly updates in PowerSchool. Students will receive report cards once every 9 weeks. Midterms are given in October and March, and final exams are given in December and May.

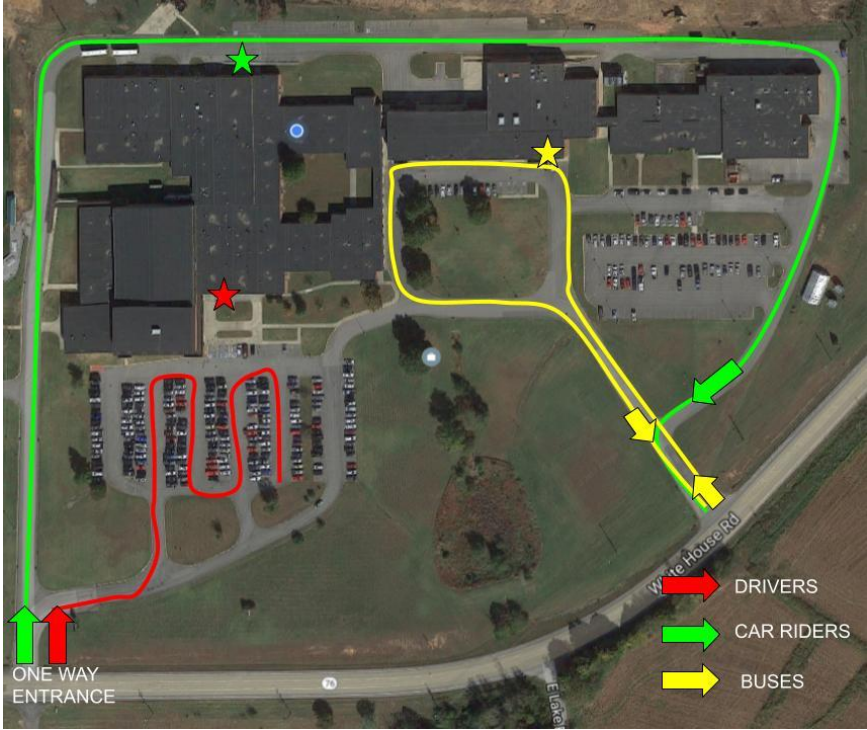
### **Food Service Programs:**

ALL students will be served free breakfast and lunch. Breakfast is served starting at 7:50 am in various locations depending on the mode of arrival for students.

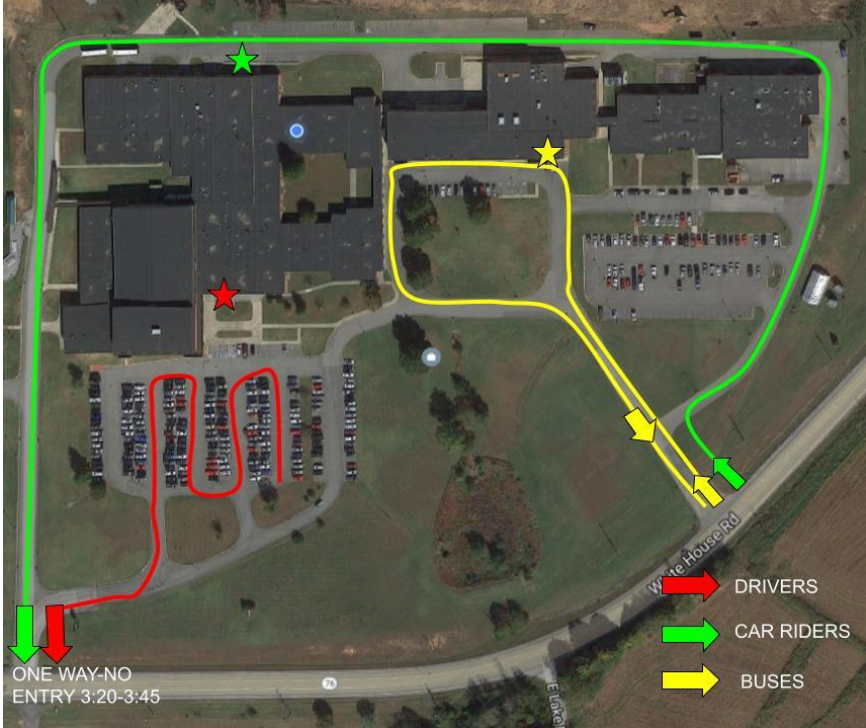
## **SHS Bell Schedule 24-25**

Doors Open	7:50	
Breakfast	Breakfast on the go at 8:10	Students report directly to class after getting breakfast
1 <sup>st</sup> Block	8:25 - 9:44	
2 <sup>nd</sup> Block	9:50 - 11:10	
OT	11:15 - 11:44	
3 <sup>rd</sup> Block	11:50 - 1:50	
A Lunch	11:50 - 12:15	CTE Buses Arrive 11:45
B lunch	12:20 - 12:45	
C Lunch	12:55 - 1:20	
D Lunch	1:25 - 1:50	
4 <sup>th</sup> Block	1:56 - 3:25	Students dismissed at 3:25

# Arrival to SHS-Traffic Flow



# Dismissal from SHS-Traffic Flow



# Clubs and Organizations

**AFJROTC**-MSgt. Doug Holland, Chief Edward Pohl

**Anime and Manga Club** – Heather Chandler

**Art** – Emily Ellis-Head, Robyn Towry

**Band** – Jonathan Wiggins

**BETA** – Michael Lamb, Alex Neblett, Jennifer Wilkerson, Hannah Thomas

**Chem Club** – Jennifer Wilkerson

**Choir** – Megann Knapp

**Culinary Arts**- Tiffany Russell, Kenya Dossett

**FBLA** – Alex Neblett

**FCCLA** – Madison Koenig

**FCA** – Michael Lamb

**FFA** – Julie Newberry

**HOSA** – Dr. Ryan Footit, Alicia Morris

**Junior Civitan** – Emily Ellis-Head

**Key Club** – Jennifer Wilkerson

**Math Club** – Tamara Lane

**Mindfulness Club** - Chris Long

**Mock Trial** –Kristin Selph

**National Honor Society** – Alex Neblett

**Pep Club** – Kate Bradley

**Spanish National Honor Society** – Rachel Bishop

**Recycling Club**-Audrey Puentes, Samantha Tedrow

**Renaissance** –Hannah Thomas, Alex Neblett

**Skills USA** – Danielle Richards

**Student Council** –Nancy June Damer, Josh Hager

**TSA** – Stephanie Murrell

**Youth in Government (YIG)** – Arielle Dyer, Andy James, Beth Stokes

# SHS Athletic Directory

Football – Dustin Wilson  
Girls Soccer – Audrey Puentes  
Cross Country – Gary Lennon  
Golf – Andrew James  
Volleyball – Ann-Marie Cobb  
Boys Basketball – Anthony Griggs  
Girls Basketball – Tara Koran  
Track – Ann-Marie Cobb  
Baseball – Ronnie Matthews  
Softball – Daniel Owsley  
Tennis – Michael Lamb  
Boys Soccer – Luke Glover  
Wrestling – Chris Holzer  
Cheerleading – Rachel Bishop

## Athletic Eligibility Information

- According to TSSAA by-laws, a student must receive 6 credits during the previous school year to be eligible to participate in varsity sports.



# WHO TO SEE FOR HELP:

<b>If I am sick at school:</b>	Ask your teacher for a pass to the school nurse.
<b>If I missed a day and need it excused, or I need to check out early:</b>	Bring your excuse to the front office before the bell to begin school rings at 8:25. All check out notes need to be given to the front office at the start of the day. They must have a parent number on them for verification.
<b>If I am 18 and need to check out without a note from home:</b>	You must speak directly with an administrator for permission. Admin must speak with a parent/guardian. This can occur one time per semester.
<b>If I have a question about attendance:</b>	See Mrs. Proctor in the front office
<b>If I need to use the phone:</b>	Ask your teacher to write a note for you to use the phone in the front office or speak with an assistant principal.
<b>If I am struggling in my classes or need help with my homework/assignment:</b>	Speak with your teacher and schedule time for tutoring after school or request to be placed on OT call list
<b>If I am not being challenged in my classes, or if I feel my classes are too difficult:</b>	Speak with your teacher and/or your counselor.
<b>If I want to make sure I am on track to graduate, or if I don't know what I want to do after I graduate:</b>	Speak with your school counselor.
<b>If I am having emotional issues:</b>	Speak with a counselor, teacher, or administrator that you trust
<b>If I feel that I don't fit in, I am being treated unfairly, or I am being picked on/bullied:</b>	Speak with a counselor, teacher, or administrator that you trust
<b>If I do not have anywhere to live, or if I do not have enough to eat:</b>	Speak with your school counselor and/or a teacher you trust.
<b>If I need to buy a parking pass:</b>	Speak with Ms. Horn/Ms. Proctor in the front office. We will also sell passes for \$10 at Open House.
<b>If I want to buy a yearbook:</b>	Speak with Mrs. Neidert or a member of the yearbook staff. You may also purchase a yearbook online via our school website.
<b>If I want to buy season passes to athletic events:</b>	Talk to Mr. Dustin Wilson for football season passes.
<b>If I am not sure if I am eligible to play sports:</b>	Speak with the athletic directors (Coach Dustin Wilson) or the coach of your sport.
<b>If I want to join a club or extracurricular activity:</b>	We encourage you to participate in several extracurricular activities while in high school. Please talk with the teacher who sponsors an activity that interests you.
<b>If I am having a conflict with a teacher, coach, or administrator:</b>	Anytime you have a conflict with an adult, you should first speak directly to that individual. If you are unable to resolve your differences, the counseling department is trained to help with situations like these. If you are unable to reach a resolution, speak to an assistant principal or the athletic director if it involves a sports issue. If those options do not work, speak with one of the five principals.

# Springfield High School Policies, Procedures, & Information

## Acceptable Use Policy

Robertson County Schools diligently strive to provide all students with access to technology in the schools. All students and employees shall sign an acceptable use policy if they wish to have access to or use technology equipment in our school system. When using any Robertson County Schools Technology Resources including computers and the Internet, students shall not:

- Send, display, or download offensive messages or pictures
- Duplicate software (disk, CD music or data)
- Use obscene language
- Attempt to bypass system protection
- Harass, insult, embarrass or attack others (Cyber-bullying)
- Use the network or systems for commercial use
- Damage computers, computer systems, computer networks, or other district equipment
- Buy or sell on the Internet
- Download music or software for non-educational purposes or personal use
- Attempt to enter administrative network areas or other network areas not related to specific classroom
- Violate copyright laws
- Use other users' passwords
- Trespass in other users' files, folders or work
- Intentionally waste limited Resources
- Load software not specifically licensed to Robertson County Schools
- Disregard internet safety practices
- Use a third-party Internet provider while on school property (personal hotspot)
- Attach non-approved devices to the school network (personal router)

If a student is part of a 1:1 laptop program, student/parent understand that they are responsible for equipment that is school issued including all accessories. This equipment is treated the same as textbooks issued according to board policy (Student Fees and Fines 6.709, Care of School Property 6.311).

An optional protection plan can be purchased for \$35. This protection plan covers accidental damage and theft. This plan does not cover negligence.

All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such.

Safety instruction – Students will be given appropriate instruction in internet safety, security, appropriate online behavior and cyberbullying awareness. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/Students have no expectation of privacy with regard to such data. I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Robertson County Schools Technology Resources, including the Internet.

Loss of access to Internet and or use of computers or other technology resources  
Additional disciplinary action to be determined at the school or district level in line with existing practice regarding inappropriate language or behavior  
Legal action, when applicable

Sanctions listed above may also apply when activity away from school is harmful to or involves other students/staff and/or causes a disruption with regular school business.

The information above is an overview of Board Policy #4.406. You can review the entire board policy at [http://www.rcstn.net/board\\_of\\_education/policies](http://www.rcstn.net/board_of_education/policies) .  
Board policy will be enforced in all Robertson County Schools.

## **Personal Device Policy**

Students are not permitted to bring personal laptops to school for use.

# ATTENDANCE

## Absent Note Procedure

1. Students who missed the previous day or any part of the previous day should bring their excused note to the front office
  - a. A note from a parent, guardian, or doctor should be given to the office staff, complete with dates, reason for absence(s), signature, and a phone number for verification.
2. Students are allowed to excuse 2 days each semester OR 4 days for the 24-25 school year with a parent/guardian note. A parent note for a tardy or early dismissal will count as one of these 4 days. This is a district procedure.
3. If a student has missed 3 consecutive days due to illness, a doctor's note may be required.
4. All other notes must be from a doctor, court, or proof of a death in the family.

All parent notes are expected to be turned in within **three** school days of the last absence.

## Permission to Leave Campus

Attendance begins when the student arrives on campus. To leave campus after a student has arrived, the student must give the attendance office a written notice by a parent and the student must sign out in the main office. There will be no phone, fax or email check-outs. All notes should be given to the office before 1<sup>st</sup> period and will be verified before a student can leave.

## Check-Out Procedure

Any student leaving campus for any reason after he or she has arrived at school must sign out through the main office.

Students who require an early check-out should turn in a note to the front office with date, time of check-out, reason, signature of parent or guardian, and phone number for verification upon arrival to school. **If verification cannot be obtained, the student will not be allowed to check out.**

Students checking out early should be called to the main office at the appropriate time and sign out before leaving the building. Students must leave school grounds after signing out.

Any student leaving campus without signing out will be considered skipping school.

Students 18 years or older must have permission from an administrator and parent to sign themselves out of school. This is limited to one time each time.

## **Make-up Work**

Students are allowed to make up work from an absence. It is the responsibility of each student to initiate the desire to make up the work on the day they return to class. Work from unexcused absences may not receive full credit. Excused absences include illness, death in the family, court appearance, medical examinations, religious holidays, college visits if they are pre-approved.

## **Tardies**

Tardy is defined as the failure to be at a designated location at a specified time. This includes arriving to school late, leaving school early, or being late to class during the school day. Once a student has 5 unexcused tardies in a 9-week period, consequences will be assigned.

Per district policy, 8 unexcused tardies will count at 1 unexcused absence.

If a student is tardy to school, they should visit one of the designated areas to receive a note.

- Enter main lobby
- Enter cafeteria
- Enter CTE wing

### Consequences

- 5 tardies - 3-Day detention
- 8 tardies – 5-Day detention
- 10 tardies – 1 day ISS, parent meeting requested
- 15 tardies – 2-Day ISS
- 20 tardies – 3-Day ISS, no participation in athletic/extracurricular activities, and warning \*another 5 tardies and the student will lose the opportunity to attend prom and other extracurricular activities\*
- 25 tardies – loss of the opportunity to attend prom and other extracurricular activities

\*\*\*Note – tardy counts start over every quarter, but the progression of consequences does not

## **Truancy**

Good attendance is vital to making satisfactory progress toward graduation. State compulsory attendance laws require schools to monitor attendance and to enact proactive interventions to ensure students attend school.

Parents, not the school, are responsible for their child’s attendance until the child reaches his or her 18<sup>th</sup> birthday, according to Tennessee Code Annotated (TCA) 55-50-321 and TCA 49-6-3017. Parents may be subject to legal fines and/or imprisonment if charges are filed.

*Robertson County School Board Policy 6.200:* An accumulation of 8 unexcused early dismissals and/or unexcused early checkouts throughout the entire school year will be considered one day’s unexcused absence.

District consequences for truancy (annually)

- 10 unexcused absences – loss of prom privilege and driving privileges revoked
- 15 unexcused absences – removal from athletic/extracurricular participation
- 25 or more unexcused absences – loss of the privilege to participate in graduation

## **Robertson County Schools Progressive Truancy Plan**

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented support to assist with satisfactory attendance. These supports shall include schoolwide prevention-oriented supports.

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student’s parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
  - a. A specific description of the school’s attendance expectations for the student;
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.

3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

## **Morning Arrival**

Doors open at 7:50

Car riders will enter the building through the back doors of the cafeteria and remain in the cafeteria or small theater until 8:10. At 8:10, breakfast will be served, and students will report directly to their first block class where they must remain.

Student drivers will enter the building through the main gym lobby and remain in the gym until 8:10. At 8:10, breakfast will be served in the cafeteria, and students will report directly to their first block class where they must remain.

Bus riders will enter the building at the D-Hall Theater entrance and remain in the large auditorium until 8:10. At 8:10, breakfast on the go will be served in the cafeteria, and students will report directly to their first block class where they must remain.

# **ACADEMICS**

## **Grade Classification**

Student's eligibility for various student privileges is based on the number of years spent in high school. For purposes of staying on track for the four-year graduation plan, students are encouraged to earn the cumulative minimum credits per school year.

Students will be classified according to the number of credits earned:

- Freshman: less than 6 credits
- Sophomore: 6, but less than 12 credits
- Junior: 12, but less than 20 credits
- Senior: 20 or more credits

Students will not be reclassified until the end of an academic year. However, during the fourth academic year, an underclassman may be reclassified to senior standing.

## **Grading Scale**

Academic grades shall reflect the student's progress toward the attainment of the knowledge and skills in the subject area. Academic grades shall not be reduced as punishment for inappropriate behavior, except in such incidents where the student's grade is affected by cheating or failure to complete work. Attendance shall not be a factor in determining academic grades, except that credit for assignments may be denied or the value reduced for unexcused absences.

In grades 7-12, academic grades shall be expressed by the following:

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=Below 60%/No evidence

Grades may include a plus or minus except that no plus or minus shall be added to the final grade in any course.

The grade of a student who has made satisfactory progress but has failed to complete assigned work may be recorded as incomplete (I). If the work is not completed within the time designated by the teacher, the grade for that work will then become an "F".

Grades given at the end of each nine-week period will be determined from daily work, homework, written assignments and tests. The teacher will weigh the value of grades given for various assignments and tests within the applicable period in computing the grade. This procedure will enable the teacher to allow for individual student differences in the grading process.

## **Graduation Requirements**

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct, and subject matter record which covers a planned program of education, and such record shall be kept on file in the high school as documented by the student cumulative record.

The program of studies shall include areas and content in these areas within State Board of Education. Regulations and shall be flexible enough to facilitate progress from one stage of development to another, thus providing for more effective student adjustment.

The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Board of Education.



Before graduation, every student shall [1] achieve the specified 22 units of credit; [2] take the required end of course exams; have satisfactory records of attendance and conduct, and complete an 11 examination in the 11th grade (ACT)

<b>SUBJECT</b>	<b>REQUIREMENTS</b>
English Language Arts	4 Credits – English 9,10,11,12
Mathematics	4 Credits – Must include Algebra I, II, Geometry, and higher-level course
Science	3 Credits – Physical Science, Biology, Chemistry or Physics
Social Studies	3 Credits – World History or AP Human Geography, American History, .5 credit of Government and Civics and .5 credit of Economics
Physical Education	1.5 Credits
Fine Arts	1 Credit – Art, Theater, Music, Band
Foreign Language	2 Credits
Personal Finance	.5 Credit
Electives Focus	3 Credits – Math and Science, Career and Technical Education, Fine Arts, Humanities
Electives	4 or more

## **Early Graduation**

Students wishing to graduate early must be approved by Central Office and must confer with their school counselor.

## **Honors & State Distinction**

Any student who completes all graduation requirements with a minimum grade point average of 3.5 shall graduate with “Honors”.

Any student will be recognized as graduation with “Distinction” who completes all graduation requirements with a minimum grade point average of 3.0 and one of the following criteria:

- \*Earn a nationally recognized industry certification
- \*Participate in at least one of the Governor’s Schools
- \*Participate in one of the state’s All State musical organizations
- \*Be selected as a National Merit Finalist or Semi-Finalist

- \*Attain a score of 31 or higher composite score on the ACT
- \*Attain a score of 3 or higher on at least two advanced placement exams Earn 12 or more semester hours of transcript postsecondary credit.

Any student who scores at or above all the subject area readiness benchmarks on the ACT or equivalent score on the SAT shall graduate with “State Honor”. Students achieving such will be recognized at their individual commencement.

## **Senior Class Rank**

A four-point Quality Point System will be used for determining student grade point averages (GPAs) and for ranking students. Seniors who take at least eight (8) courses designated as Advanced, AP, and/or Dual Enrollment shall be ranked according to their cumulative grade point average above students who do not take at least 8 advanced level courses.

An unofficial standing will be calculated at the end of the fall term of the senior year, followed by a final, official ranking at the end of the third nine weeks. Students must be enrolled full time at the home base school to be eligible for ranking among the top high school seniors. Credits earned prior to entering the 9<sup>th</sup> grade will not be included in the computation of GPA and class ranking.

## **Valedictorian/Salutatorian**

To be ranked as valedictorian or salutatorian, a student must be enrolled in the high school at least four of the seven semesters proceeding the final semester and must be ranked among those students who have taken at least eight (8) courses designated as Advanced courses, AP, and/or Dual Enrollment. In the event that multiple students have the same GPA, students who have taken at least 5 officially recognized \*advanced courses will be ranked above students who have not taken advanced courses.

If after considering advanced courses, the final scores of students highest composite ACT score (on file at the time of calculation) will be used to determine final ranking. In the event that multiple students are equal on all of these outlined criteria, multiple valedictorians will be recognized.

\*Advanced courses are those courses which have been designated as such by the Director of Schools/Designee and have a quantitative and qualitative difference from the regular course.

# ACT Information

The Tennessee Department of Education requires all students to have at least one ACT score on file to be eligible to graduate from high school. The ACT is a key metric in assessing students’ postsecondary readiness.

ACT preparation is embedded into most curriculums at Springfield High School. Additional ACT prep opportunities are provided to students via optional workshops and dedicated ACT prep programs implemented during our extra time and support block known as Overtime.

For more information about ACT, please contact school ACT Coordinator Erin Burke at [erin.burke@rcstn.net](mailto:erin.burke@rcstn.net) or speak to your school counselor

## National ACT Test Dates (at SHS)

Test Date	Registration Deadline	End of Late Registration
September 14, 2024	August 9, 2024	August 25, 2024
October 26, 2024	September 20, 2024	October 7, 2024
December 14, 2024	November 8, 2024	November 22, 2024
February 8, 2025	January 3, 2025	January 20, 2025
April 5, 2025	February 28, 2025	March 16, 2025
June 14, 2025	May 9, 2025	May 26, 2025
July 12, 2025	June 6, 2025	June 20, 2025

Visit [www.act.org](http://www.act.org) for more information

## Bookkeeping

We accept cash and checks for payment at the teacher’s discretion. If a check is returned from the bank, the parent/guardian will be responsible for the amount of the check plus a \$15.00 returned check fee. You may also sign up to make payments online at <https://rcstn.schoolcashionline.com>

## Cell Phone Policy

*Robertson County Board Policy 6.312*

Students in grades 6 – 12 may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carryalls. Such devices include but are not limited to: wearable technology such as eye glasses, rings, or watches that have

the capability to record, live stream or interact with wireless technology; cell phones; laptops; tablets; and mp3 players.

At no time shall a student operate a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy right of another person. Violation of this policy may result in confiscation of the device and other disciplinary actions. At no time shall the school be responsible for preventing theft, loss or damage to devices brought onto school property.

**1st offense**—Confiscation of device; return in 3 school days or a \$10 fine.

**2nd offense**—Confiscation of device; return in 5 school days or \$20 fine.

**3rd offense**—Confiscation of device; return in 10 school days or at end of grading period, whichever is longer, or \$30 fine.

**4th offense**—Confiscation of device; return at end of semester or \$40 fine.

Subsequent offenses will be treated under 4th offense guidance and may result in more serious consequences.

## Dress Code

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school, during the school day and any school events on school property. Any clothing that exposes underwear or body parts is prohibited. These are the concerns set forth by Robertson County Board of Education policy 6.310.

- No head coverings, except for religious head coverings and coverings for medical reasons
- No bare midriff, revealing necklines
- No shorts, or jeans or jeans with holes more than three and one-half (3.5) inches above the fold of the knee
- No tube, tank, see through tops
- No sagging pants
- No attire promoting alcohol, tobacco products or drugs,
- No dusters or trench coats
- No clothing containing advertising for objectionable causes or offensive language
- No gang related clothing
- No outer clothing which resembles lounge wear, pajamas, or underwear
- No spikes, chains, piercings, or other items that cause a safety concern
- Shoes/sandals must be worn at all times (tied/fastened)

When a student is attired in a manner that violates the school dress code or is likely to cause disruption or interference with the operation of the school, the

teacher and/or principal shall take appropriate action within the Discipline Matrix included in this handbook.

## **Emergency Drills**

Emergency drills are an important process that requires all our attention. Everyone is expected to follow all emergency guidelines when practicing emergency drills.

## **Hallway Procedures**

No student is allowed in the hallways, lobby, gym restrooms, parking lot, or outside of the building without a hall pass. Any student found in these areas without a hall pass is subject to disciplinary action. Students may not leave and be in the hallways the first 10 minutes of class or the last 10 minutes of the class.

## **Lunch Period Procedures**

- Students are to report to the cafeteria for lunch at their designated time.
- Students are not permitted to leave school for lunch.

## **Medicines**

*(RCS Board Policy 6.405)*

No school official/teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be present, only the school nurse will administer the medication in compliance with the following regulations.

All Medications must be:

- Stored in a locked box in a secure area;
- Brought to school by a parent or guardian in a properly labeled pharmacy container (prescription drugs), or unopened bottle (over the counter medications);
- Accompanied by written permission from the parent/guardian.
- All medications require a physician's order demonstrating the necessity for such medication and the need to administer such medication, at school, during school hours (8:25 am to 3:25 pm). Medications to be given at school do not include medications taken daily or twice daily as these medications can be administered at home. Medications taken three or more times each day will be considered.

- This does not include, as needed or PRN medications such as albuterol multi-dose inhalers or epi-pens which a student, with a physician's order, may carry on their person. A physician's order must be on file with the school nurse.
- Emergency Medication: Epi-pens and inhalers may be kept with the student. Students carrying epi-pens or inhalers must have a physician's order stating they can use the epi-pen/inhalers without supervision. This physician's order must be accompanied by written permission from the parent or guardian.

## **Motor Vehicle Regulations**

- Parking permits will be issued at the beginning of the year.
- The permit will cost \$10.00 and must be displayed as directed in the vehicle. Parking permits may be obtained anytime during the school year from Mrs. Proctor. Students parking on campus without a permit the first time will receive a \$10.00 ticket.
  - Multiple violations will result in the vehicle being towed at the expense of the owner.
- Students may not be in the parking lot or use cars during the school day without permission from administration.
- Students must enter the building when they arrive at school and not remain in their cars.
- Students must not park in a designated faculty, staff, visitor or handicap space (unless prior approval given for handicap.)
- Students must park within the designated lines of a parking spot.
- All individuals driving on school property must drive in a safe manner and observe the 15 MPH speed limit.
- Violators of these expectations may lose driving privileges on school property, and extreme cases may be cited by the Robertson County Juvenile Court.

## **Provisions for Textbooks**

Each student will be furnished a textbook(s) for appropriate classes. Some textbooks are online only. At the end of the term, all books previously distributed to the student will be returned to the teacher

If a book has been in any way unduly abused or lost, the student will be billed for the damage or loss of the book. Each student is asked to write his/her name and the issuing teacher's name in the book. Report cards will be held for missing or damaged textbooks.

## **Sportsmanship**

Good sportsmanship is expected of all Springfield High School students. Springfield High School encourages students to support our teams with enthusiasm and to be courteous to our opponents and their fans. Remember, they are our guests. The sportsmanship displayed by SHS has a great deal to do with the way others feel toward our school.

## **Student Activities**

Students are encouraged to join those clubs or organizations in which they can participate and still maintain an acceptable level of academic accomplishment. There are many benefits gained by the students while participating in a co-curricular activity. Students who participate in activity programs tend to have higher grade-point averages, better attendance records, and fewer discipline problems. In addition, students learn self-discipline, build self-confidence and develop skills needed to be productive citizens in today's society. Studies have concluded that colleges and future employers select students who have participated in activities over non-participants because active students are more likely to accept the challenges and responsibilities needed to become successful in life.

## **Using the Library or Computer Labs**

Library books may be checked out for a period of three weeks. A fine of 10 cents per day is charged for overdue books. The maximum fine is \$3.00. Some reference materials may be checked out with librarian permission for overnight use.

Report cards and records may be held if students fail to return books to the library.

Students taking material from the library without permission will be prohibited from checking further materials out.

Food and drink are not permitted in the learning media center.

A fine of \$1.00 will be charged for any damages to or removal of bar codes.

You must sign Robertson County's Acceptable Use policy to use any school-owned technology—including the Internet—at Springfield High School. This policy will be signed electronically when student registration is complete. School computers are monitored and privacy regarding internet use should not be expected by users. Our technology department actively checks for inappropriate use of our school technology and internet.

Individual students visiting the library are expected to bring a pass from their classroom teacher. This includes the lunch period. All students must sign-in at the circulation desk.

## **Use of the School Phone**

If students need to use the phone it must be an emergency. The student must have a note from the teacher to use a school phone.

## **Visitors**

All visitors are required to report to the main office, sign in and get permission for their visit and acquire a visitor's pass that must be worn the entire time they are on campus.

# **BEHAVIOR EXPECTATIONS & DISCIPLINE**

## **Bus Expectations**

School buses are extensions of the school and a privilege; misbehavior doesn't stop at the edge of the school grounds. Students are instructed to follow these rules of behavior.

- Students shall remain back from the roadway while awaiting the arrival of the bus.
- Students will refrain from throwing things and playing at a bus stop.
- Students shall enter the bus in an orderly fashion and go directly to a seat.
- Students shall keep their hands, arms and head inside the bus.
- There shall be no shouting, roughhousing, or throwing things on the bus.
- All articles such as athletic equipment, books, musical instruments, and so forth must be kept out of the aisles.
- The emergency door must be used for an emergency only. Students shall not touch safety equipment on the bus.
- There shall be no smoking/vaping at any time on school buses.



- Students who must cross the street at a bus stop shall not do so until they receive a signal from a bus driver.
- All directions given by the bus driver are to be followed.
- Disciplinary issues on the bus will be referred to SHS administration where normal consequences will apply for misbehavior.
- Bus transportation is a privilege and students who do not abide by the rules for riding will be removed from the bus.

## **In-School Suspension**

Restorative ISS will be assigned to students according to the Robertson County Schools Discipline Tiers.

Students must complete the 3 level restorative process before they can return to class (upon completion of time assigned).

If a student is checked out of school when he/she is serving ISS, he/she must complete the remainder of the ISS time on the day they return.

Upon accumulating 10 days of ISS, a student will be placed at the ASPIRE program for two days. Further infractions will result in additional days at ASPIRE.

## **Zero-Tolerance**

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors will be subject to a suspension for a period of not less than one calendar year. The Director of Schools shall have the authority to modify the suspension requirement on a case-by-case basis.

Zero-tolerance acts as defined by Law or Board of Education Policy:

- Possession/use/transfer/under the influence of illegal substances, including, marijuana, stimulant drugs, prescription medication not prescribed to the student, or drug paraphernalia.
- Assault, threatening to assault, or committing aggravated assault upon any student, teacher, or system employee.
- Possession/use/transfer of dangerous weapons.
- Unauthorized possession of a firearm as defined in 18 USC 921.
- Who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or

school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention

- threats of mass violence on school property or a school-related activity.

<b>MISBEHAVIORS: LEVEL I</b>
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This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school, but which can usually be handled by an individual teacher/staff member.
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<i>Student Conduct</i>	<i>Disciplinary Procedures</i>	<i>Disciplinary Options</i>
<p>-Classroom disturbances</p> <p>-Classroom tardiness</p> <p>-Cheating and lying</p> <p>-Violation of hands-off expectations --- keep hands, feet, and objects to oneself</p> <p>-Failure to carry out directions</p> <p>-Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment</p> <p>-Abusive language</p> <p>-Disruptive behavior</p> <p>-Disrespect to teachers and staff</p> <p>-Other conduct warranting discipline</p>	<p><b>-The teacher/staff member</b> intervenes immediately.</p> <p><b>-The teacher/staff member</b> determines what offense was committed and its severity.</p> <p><b>-The teacher/staff member</b> determines who committed the offense and if the student understands the nature of the offense.</p> <p><b>-The teacher/staff member</b> employs appropriate disciplinary options.</p> <p><b>-The teacher/staff member</b> informs the student's parent(s)/guardian(s).</p> <p><b>-The record</b> of the offense and disciplinary action shall be maintained by the teacher/ staff member.</p>	<p>Verbal reprimand</p> <p>Special assignment</p> <p>Restricting activities</p> <p>Counseling</p> <p>Withdrawal of privileges</p> <p>Issuance of demerits</p> <p>Detention</p>

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## MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

<i>Student Conduct</i>	<i>Disciplinary Procedures</i>	<i>Disciplinary Options</i>
<ul style="list-style-type: none"> <li>-Continuation of unmodified Level I misbehaviors</li> <li>-School truancy</li> <li>-School tardiness</li> <li>-Using forged notes or excuses</li> <li>-Disruptive behavior</li> <li>-Abusive language</li> <li>-Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)</li> </ul>	<p><b>-The student</b> is referred to the school administrator/designee for appropriate disciplinary action.</p> <p><b>-The school</b> administrator/designee meets with the student and the staff member.</p> <p><b>-The school</b> administrator/designee hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.</p> <p><b>-The school</b> administrator/designee takes appropriate</p>	<ul style="list-style-type: none"> <li>Teacher/schedule change</li> <li>Peer counseling</li> <li>Referral to school counselor</li> <li>Referral to outside agency</li> <li>In-school suspension</li> <li>Transfer</li> <li>Detention</li> <li>Suspension from school-sponsored activities or from riding the school bus</li> <li>Out-of-school suspension</li> </ul>

<p>-Disrespect to teachers and staff</p>	<p>disciplinary action and notifies the staff member and parent(s)/guardian(s) of the action.</p> <p><b>-The record</b> of offense and disciplinary action shall be maintained by the school administrator/designee.</p>	
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**MISBEHAVIORS: LEVEL III**

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

<i>Student Conduct</i>	<i>Disciplinary Procedures</i>	<i>Disciplinary Options</i>
<p>-Continuation of unmodified Level I and II misbehaviors</p> <p>-Fighting</p> <p>-Use, possession, sale, distribution, and/or being under the influence of tobacco products/e-cigarettes/vaping paraphernalia</p>	<p>-The student is referred to the school administrator/designee for appropriate disciplinary action.</p> <p>-The school administrator/designee meets with the student and the staff member.</p> <p>-The school administrator/designee hears the accusation made by the staff member and allows the</p>	<p>In-school suspension</p> <p>Detention</p> <p>Restitution from loss, damage, or stolen property</p> <p>Out-of-school suspension</p> <p>Social adjustment classes</p> <p>Referral to outside agency</p>

<p>-Vandalism (under \$100)</p> <p>-Theft, possession, and/or sale of stolen property (under \$200)</p> <p>-Threats to others</p> <p>-Leaving school campus without permission</p> <p>-Abusive language</p> <p>-Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)</p> <p>-Disrespect to teachers and staff</p>	<p>student the opportunity to explain his/her conduct.</p> <p>-The school administrator/designee takes appropriate disciplinary action and notifies the staff member and parent(s)/guardian(s) of the action.</p> <p>-The record of offense and disciplinary action shall be maintained by the school administrator/designee.</p>	<p>Suspension from school-sponsored activities or from riding the bus</p>
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**MISBEHAVIORS: LEVEL IV**

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board. The minimum disciplinary action by the school's administration is suspension to the Director of Schools/designee.

If a student's action poses a threat to the safety of others in the school, a teacher, school administrator, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

<i>Student Conduct</i>	<i>Disciplinary Procedures</i>	<i>Disciplinary Options</i>
<ul style="list-style-type: none"> <li>-Continuation of unmodified Level I, II, and III misbehaviors</li> <li>-Death threat</li> <li>-Extortion</li> <li>-Bomb threat</li> <li>-Possession, use, and/or transfer of dangerous weapons (which include but are not limited to firearms and knives with blades greater than four inches)</li> <li>-Assault that results in bodily injury upon any student, teacher, principal, administrator, any other employee of the school, or a school resource officer*</li> <li>-Aggravated assault*</li> <li>-Consensual or nonconsensual sexual contact</li> <li>-Vandalism (\$100 or more)</li> <li>-Theft, possession, and/or sale of stolen property (\$200 or more)</li> </ul>	<ul style="list-style-type: none"> <li><b>-The school</b> administrator/designee confers with appropriate staff members and with the student.</li> <li><b>-The school</b> administrator/designee hears the accusations and allows the student the opportunity to explain his/her conduct.</li> <li><b>-The parent(s)/guardian(s)</b> are notified.</li> <li><b>-Law enforcement</b> officials are contacted when warranted.</li> <li><b>-The incident is reported,</b> and recommendations are made to the Director of Schools/designee.</li> <li><b>-The school</b> administrator/designee notifies the staff members and parent(s)/guardian(s) of the resolution.</li> <li><b>-If the student's placement is to be changed,</b> adequate</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion</li> <li>Alternative school</li> <li>Other hearing authority or Board action which results in appropriate placement</li> </ul>

<p>-Arson</p> <p>-Use, possession, sale, distribution, and/or being under the influence of alcohol</p> <p>-Use, possession, sale, or distribution of drug paraphernalia*</p> <p>-Use, sale, distribution, and/or being under the influence of drugs*</p> <p>-Possession of unauthorized substances including marijuana, stimulant drugs, and prescription drugs not prescribed to the student (e.g., any controlled substance, controlled substance analogue, or legend drug)*</p> <p>-Use or transfer of unauthorized substances *</p> <p>-Credible victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)</p> <p>-Credible electronic threat to cause bodily</p>	<p>notice of the changes shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.</p>	
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injury or death to another student or school employee *  <i>*Designates zero tolerance offense</i>		
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# **ROBERTSON COUNTY SCHOOLS' BULLYING AND HARASSMENT PROCEDURE**

(RCS Board Policy 6.304)

The Robertson County Schools' Bullying and Harassment Procedure will be disseminated annually to all school staff, students, and parents via the Robertson County Handbook and website. This policy is in effect while students are on school property, at any school sponsored activity, on school provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. ("Cyber-bullying" is bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.) "Bullying" is conduct that meets one or more of the following criteria:

1. Is an act directed at one or more students that is intended to harm or embarrass
2. Is repeated over time and
3. Involves an imbalance of physical, emotional or social power

"Bullying" can be conducted verbally and in writing (teasing, name calling, taunting, threatening to cause harm) socially/relationally (hurting someone's reputation or relationship), or physically (hurting someone or their possessions).

Other acts of violent behavior may include:

"Hazing" which involves any intentional or reckless act, on or off any property owned by Robertson County Schools, by one student acting alone or with others that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. ("Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into of affiliations with any organization.)

## **Reporting and Investigations**

The policy requires the principal and /or principal's designee, at each school to be responsible for investigating and resolving complaints alleging violation of this policy. They are responsible for determining whether an alleged act constitutes a violation of this policy. They shall conduct a prompt, thorough, and complete investigation of each alleged incident. Once determined as the result of an investigation that the policy has been violated, within the parameters of the Federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant and accused student(s) and to the Director of Schools. Documentation of all alleged violations of the bullying policy will be kept for historic reference.

All school employees are required to report alleged violations of this policy to the principal and/or principal's designee. All other members of the school community including students, parents, volunteers, and visitors, are encouraged to report any act

that may be a violation of this policy. Reports may be made anonymously; however, such complaints may affect the school's ability to issue formal disciplinary action.

## **Preventions and Intervention Response**

Consequences and appropriate remedial actions (correct the problem behavior, prevent other occurrences of the behavior; and protect the victim of the act) for anyone who commits one or more acts of harassment, bullying, or other acts of violent behavior may range from positive incentives up to and including suspension or expulsion, as set forth in the Robertson County Board of Education's approved code of conduct.

School administrators shall consider the nature and circumstances of the incident, the age and maturity of the student, the degree of harm, previous incidences or pattern of behavior, or any other factors, as appropriate to properly respond to each situation. Consequences for a student who commits an act of harassment, bullying or other act of violent behavior shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of student conduct.

## **Reprisal, Retaliation, and False Accusations**

The Robertson County Board of Education prohibits reprisal or retaliation against any person who reports or assists in any investigation of an act alleged in this policy. It prohibits any person from falsely accusing another of having committed an act of harassment or bullying as means of reprisal or retaliation. The consequences of appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

District Contact, Teresa Leavitt, Supervisor of Student Services  
Phone: 384-5588 Email: [teresa.leavitt@rcstn.net](mailto:teresa.leavitt@rcstn.net)

## **Springfield High School Fight Song**

*Oh, fight Springfield High School,  
Fight, fight, fight!  
Fight for your High School tonight!  
Here's to remind you  
We're all behind you  
So, fight Springfield High School fight!  
Cheer every student,  
Cheer, cheer, cheer!  
Cheer for your High School tonight!  
They say we're gonna win  
'Cuz we got that pep and vim,  
So, fight Springfield High School fight!*

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## **Springfield High School Alma Mater**

*On our City's eastern border  
Reared against the sky  
Proudly stands our Alma Mater  
As the years go by.  
Forward ever be our watchword  
Conquer and prevail.  
Hail to thee our Alma Mater  
Springfield High, All hail.*